

Position: Executive Director

Location: Dayton, Ohio

Overview of the Foundation

The Gala of Hope Foundation is a leading cancer nonprofit based in Dayton, Ohio, committed to supporting individuals and families affected by cancer. Through the generous support of our donors, sponsors, and community partnerships, we can provide critical services and fund life-changing research. Join our mission-driven team and make a lasting impact in the fight against cancer.

Position Summary

The **Executive Director** (ED) is responsible for overseeing the Foundation's daily operations and working closely with the Board of Directors to drive its fundraising efforts, develop strategic initiatives, and ensure the financial health and long-term sustainability of the organization. The ED will provide visionary leadership and operational oversight to maintain the Foundation's commitment to its mission while engaging with donors, volunteers, staff, and community partners. The ED will also serve as the primary spokesperson and advocate for the Foundation, promoting its mission and goals to the broader community.

Key Relationships

- **Reports to:** Chairman of the Board
- **Direct Reports:** Foundation Staff
- **Other Key Relationships:** Board members, Founders, Major Donors, Community Leaders, Healthcare Partners, Local Organizations, Volunteers

Responsibilities

Leadership & Strategy

- Lead the day-to-day operations of the Foundation, ensuring that programs, services, and outreach initiatives align with the organization's mission and strategic objectives.
- Partner with the Board of Directors to develop, refine, and implement strategic plans and policies that promote the long-term success of the Foundation.
- Ensure the organization's programs and services are delivered efficiently and effectively to meet community needs and expectations.
- Provide leadership to a growing team, fostering a culture of collaboration, professional development, and commitment to the Foundation's mission.

- Oversee the grant award process and ensure recipients are meeting grant requirements and expectations.

Financial Management

- Oversee the organization's financial health by managing budgets, financial forecasts, and regular financial reporting.
- Ensure compliance with all legal, regulatory, and fiscal requirements for 501(c)(3) organizations, including tax filings, reporting, and governance.
- Provide regular financial updates to the Board and recommend strategies for improving revenue streams and operational efficiency.

Fundraising & Development

- Oversee comprehensive fundraising strategies executed by professional staff to meet or exceed annual revenue goals, ensuring the financial sustainability of the Foundation.
- Build and maintain relationships with current and prospective donors, including individual donors, corporate sponsors, foundations, and government entities.
- Ensure fundraising events, campaigns, and initiatives executed by the professional staff are aligned with the Foundations overall goals.
- Analyze fundraising performance, trends, and KPIs, and adjust strategies to improve results and achieve revenue targets.

Community & Public Relations

- Serve as the Foundation's public face and primary spokesperson, representing its interests to community stakeholders, the media, and external partners.
- Foster relationships with local businesses, healthcare institutions, and government agencies to strengthen the Foundation's impact and visibility.
- Develop and maintain effective communication strategies, including website content, social media, newsletters, and press releases, to engage the community and promote the Foundation's work.

Staff & Volunteer Management

- Lead, motivate, and develop Foundation staff and volunteers, ensuring a high level of performance, engagement, and retention.

- Foster a positive, inclusive, and mission-driven work environment that encourages collaboration and professional growth.
- Implement programs and initiatives that support staff development, recognition, and well-being.

Qualifications

- **Education:** Bachelor's degree in Nonprofit Management, Business Administration, Marketing, or a related field (or equivalent experience).
- **Experience:** Minimum of 10 years of experience in leadership, fundraising, donor relations, or a related field, with a proven track record of success.
- **Skills:**
 - Proven ability to develop and execute successful fundraising strategies.
 - Strong financial acumen, with experience managing budgets, financial reporting, and organizational compliance.
 - Excellent communication skills, with the ability to inspire and engage diverse audiences.
 - Experience in managing staff and volunteers, including leadership and mentoring.
 - Proficiency with donor management systems, CRM tools (e.g., Bloomerang) and fundraising software.
 - Willingness to attend occasional early morning and evening meetings (flexible work hours available).

Preferred Skills

- Ability to design and lead strategies that advance the Foundation's mission and exceed revenue targets.
- Experience cultivating strong, enduring relationships with stakeholders and customers.
- Knowledge in budgeting, financial forecasting, and financial reporting, ensuring the organization's financial health and compliance with regulations.
- Experience in creating a positive organizational culture, leading by example and motivating staff and volunteers to excel in their roles.

How to Apply

Interested candidates should submit a resume, cover letter outlining their qualifications and

experience, and references to carly.cox@galaofhope.net. Applications will be reviewed on a rolling basis until the position is filled.

The **Gala of Hope Foundation** is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.